



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

RFP NO.: WP-560341

FOR: A TIME-AND-MATERIAL CONTRACT FOR SYSTEMS FURNITURE INSTALLATION AND AMENITIES SERVICES AT THE JET PROPULSION LABORATORY PASADENA, CALIFORNIA

Date of Issuance:

PROPOSALS TO BE RECEIVED AT JPL NO LATER THAN

Date: MAY 16, 2003

Local Time: **3:00 p.m.**

Location: California Institute of Technology
Jet Propulsion Laboratory
4800 Oak Grove Drive
Pasadena, CA 91109-8099

Attention: WILLIAM PUGA, Contract Negotiator
Mail Station: 190-220

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<p>The section of this RFP entitled "Attachments" consists of those forms and documents containing information applicable to this RFP. Group A attachments must be completed and attached to your cost proposal; Group B attachments consist of forms and documents for information only. It should be noted that Group B Attachments are very important and may become requirements under the Contract.</p>	
3. <u>Specimen Contract, dated March 24, 2003</u>	
<p>See Contents page of Specimen Contract for applicable Articles, General Provisions and Additional General Provisions</p>	

GENERAL INSTRUCTIONS

RFP NO. WP-560341

1. INTRODUCTION

The following provides general instructions and information regarding preparation of your proposal in response to this Request for Proposal (RFP).

2. PROPOSAL REQUIREMENT

The effort to be performed will be in accordance with the Specimen Contract, dated March 24, 2003

3. PACKAGING AND SUBMITTING YOUR PROPOSAL

a. Organization and Format.

- (1) Your proposal which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, must be submitted as follows:

<u>Volume No. / Title</u>	<u>Number of Copies</u>
Volume No. 1 - Cost Proposal	Two (2)

- (2) JPL reserves the right to retain all proposal information submitted in response to this RFP.

b. Address and Identification:

To help ensure timely receipt and processing of your proposal, please affix the enclosed yellow adhesive label to the envelope containing the complete original copy of your proposal. (**NOTE:** The yellow label is JPL's notification that the package you send is a proposal.) In case the mailing label is lost, address your proposal on a similar yellow label containing JPL's address, the name of the individual designated on the cover page of this RFP (including the mail stop) and the RFP number. All proposal envelopes must be identified with the RFP number that appears on the RFP cover page.

c. Hand-Carried Proposals.

A hand-carried proposal must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, Building 249, 4800 Oak Grove Drive, Pasadena, CA 91109, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m. (proposals are due at the time and date stated on the cover of this RFP).

4. GENERAL INFORMATION

a. Proposal Preparation and Related Costs.

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

b. Data.

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

"Data contained in pages _____ of this proposal furnished in connection with RFP NO. WP-560341 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

c. Requests for Clarification/RFP Addenda.

During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing and sent to the individual referenced by the "Attention:" on the cover page of this RFP. When appropriated, responses to requests, as well as any JPL initiated changes will be provided to all prospective proposers in writing as addenda to the RFP. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1 "Acknowledgement"].)

5. LATE PROPOSALS, REVISIONS, AND SUPPLEMENTS TO PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP for receipt of proposals is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- a. JPL determines that the late receipt was due solely to a delay by the U.S. Postal Service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day-service" establishing the time of deposit must be evidenced.
- b. JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- c. No acceptable proposals are received in a timely manner.

NOTE: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received to the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

6. CONTRACT OPTION.

The Specimen Contract contains an Option Article. However, options will not be considered in the proposal evaluation for source selection purposes. For the purpose of source selection, JPL will evaluate proposals for the basic requirement only.

7. SOURCE SELECTION:

Source selection will be made on the basis of determining the responsive, responsible proposer with the lowest overall price. Responsibility will be determined within the meaning of Federal Acquisition (FAR) Subpart 9.1, Responsible Prospective Contractors. "Lowest overall price" will be determined by adding the extended amounts for Project Management, Labor, Warehouse, and Delivery Service, as identified in Attachment A-16, "Determination of Lowest Overall Price". Any optional, additional labor classifications the proposer elects to include in its proposal, such as Apprentices, to be utilized in the performance of this Contract shall be included in your cost proposal, and will be evaluated by JPL for reasonableness only and will not be included in determining "lowest overall price". JPL reserves the right to conduct a pre-award survey to determine responsibility.

JPL may also determine that a proposal is unacceptable if the prices proposed are materially unbalanced (e.g., between items [or prices or rates] in Article 3 of the specimen contract for which JPL will make separate payments or between prices for the basic contract work and option(s), if any. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if JPL determines that the lack of balance poses an unacceptable risk to JPL or the Government.

8. CONTRACT CEILING PRICE:

It is planned that JPL will issue a Time and Material Construction Contract with a Ceiling Price of **\$4,000,00.00** for the Contract. The Ceiling Price is subject to increase if the options are exercised and if additional need exists.

It must be emphasized that this is only an estimate and significant variations may occur during the period of performance, which could cause increases or decreases in the amount of work actually required by JPL.

9. CALIFORNIA CONTRACTOR'S LICENSE LAW.

Pursuant to the provisions of the California Contractor's License Law, all Contractors submitting proposals for this project shall be currently licensed by the State of California. All Subcontractors engaged by a General Contractor to perform work on this project shall also be currently licensed by the State of California pursuant to the same licensing law. Said license shall be in the area of work or trade for which this Contract is being issued. This shall include all trades or specialties related to building construction for which relevant licenses are issued.

10. EXCEPTIONS:

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. You must provide a detailed explanation, including the rationale, for any exceptions you take. Proposers who submit proposals with exceptions may be selected for negotiations. However, if an agreement cannot be negotiated, your proposal may be rejected.

COST INSTRUCTIONS

RFP No. WP-560341

This portion of the proposal instructions outlines the requirements to be followed in preparing your cost proposal.

1. PROPOSAL PRICING

Complete and return Attachment A-16 "Determination of Lowest Overall Price". Be sure to complete both the rate information as well as the "Certification".

Notice: Any change or alteration to the "Determination of Lowest Overall Price" Attachment will render your proposal non-responsive.

2. BILLING RATES

- a. A billing rate must be proposed for each classification set forth in Article 3 of the Specimen Contract. This is done on Attachment A-16 to the RFP, which is to be completed and returned with your proposal. If your company is awarded a contract, the proposed rates, subject to discussion, will be incorporated into the contract.
- b. A description of the labor classification, titled "RATE CATEGORY DEFINITIONS", is attached as part of Attachment A-16 for use in your proposal.
- c. Your billable rate(s) for hourly labor must include all costs (including direct labor, all applicable burdens and profit, material handling, including vehicles, and other costs associated with the administration and supervision of subcontracts) including the direct cost of materials, subcontracts and other direct costs in accordance with the General Provision of the Specimen Contract entitled "Timekeeping and Payments".
- d. Your billable rate pertaining to the warehouse rental shall include but not be limited to, the warehouse space, racks, equipment and supplies necessary for a warehouse operation, and an online inventory system with download capability at JPL and all other services associated with the operation of the proposed warehouse.
- e. Billable rates for labor classification: Mover IV will pertain to the cost associated with transporting modular furniture from the present JPL warehouse (Bell, CA) to the successful contractor's provided warehouse.
- f. For reference pertaining to the tools and equipment currently used at JPL for modular furniture installation, please refer to the Exhibit "A" titled, TOOLS AND EQUIPMENT, located behind Attachment A-16.

3. SUPPLEMENTAL BUSINESS/COST INFORMATION

Financial Statement

Submit a copy of your annual financial statement for the past three (3) years and submit information regarding any additional resources required to perform the proposed effort such as an established line of credit or other financial resource.

DETERMINATION OF LOWEST OVERALL PRICE

RATES

This completed Attachment **MUST** accompany your offer.

1. Propose billable amounts for the labor classifications and items listed below in (2) Labor- Hourly Rate Classification. **NOTE** that the rates you propose below, subject to discussion, will be inserted into the Price and Payment Article of the resulting subcontract should your company be selected for award.

(1) Project Management – Annual Salary

Labor Classification	SALARY/YR
Project/Program Manager	\$

(2) Labor – Hourly Rate

Labor Classification	ST	OT (1-1/2)	DT (2X) *
Installer I	\$	\$	\$
Installer II	\$	\$	\$
Warehouseperson	\$	\$	\$
Mover I	\$	\$	\$
Mover II	\$	\$	\$
Mover III	\$	\$	\$
Mover IV	\$	\$	\$

2. Transportation/Delivery

Per Round Trip	Normal	After Hours
Driver I	\$	\$
Driver II	\$	\$
Driver III	\$	\$

3. Warehouse Rental

(1) Rate per Cubic Foot per Month \$_____

(2) Location (address) of warehouse facility: _____

* Rate will be incorporated into contract, but will not be considered in "Determination of Lowest Overall Price".

RATE CATEGORY DEFINITIONS

Project/Program Manager – Annual Rate - On-site, full time representative for contractor. Responsible for day-to-day work assignments of contractor personnel and interface with JPL personnel. Will be provided with a furnished JPL office, contractor to provide supplies, telephone and Internet connections.

Installer I – Hourly Rate - Responsible for the installation of modular furniture components and office amenities. Modular furniture includes everything from the installation of keyboard trays and flipper cabinets in individual offices, to working as part of a larger crew to install or dismantle multiple workstations. Office amenities include the installation of white boards, bulletin boards, pictures, name plates, room numbers and other office amenities as requested by authorized JPL personnel. JPL will supply screws, fasteners, backing boards and other related supplies that are required for the installation of modular furniture and office amenities. The contractor is responsible for providing appropriate tools and equipment necessary for the requested tasks. The contractor is responsible for the maintenance of the tools and equipment and the replacement of consumable materials such as drill bits, saw blades, etc.

Installer II – Hourly Rate - Requirements are the same as those for the Installer I with the exception that the hourly rate shall include a light truck to facilitate the handling and movement of small amounts of components, supplies, materials and tools to the work location. This rate shall only be used when necessary to perform the job function in an efficient manner. Transportation to and from the job site is the responsibility of the contractor and this rate category is not intended to provide such transportation.

Warehouseperson – Hourly Rate - Responsible for all aspects of receiving and disbursing JPL materials from the contractors warehouse. Warehouseperson is responsible for receiving modular furniture inventory from the manufacturer, checking packing list to materials received and reporting any discrepancies to JPL.

Mover I – Hourly Rate - Responsible for packing and moving all office and other room contents and materials relating to the relocation of people and functions at JPL. May be requested to move specialized and computer equipment, but will not be responsible for the teardown or set-up of such equipment. Contractor shall supply all pads, ramps, dollies, and equipment necessary. JPL will supply boxes and sealing tape as necessary.

Mover II - Hourly Rate - Requirements are the same as those for Mover I with the exception that the hourly rate shall include a light truck to facilitate small moves requiring only a pick-up type of vehicle. Transportation to and from the job site is the responsibility of the contractor and this rate category is not intended to provide such transportation.

Mover III – Hourly Rate - Requirements are the same as those for Mover I with the exception that the hourly rate shall include a medium truck to facilitate moves requiring a bobtail or stake bed truck. Transportation to and from the job site is the responsibility of the contractor and this rate category is not intended to provide such transportation.

Mover IV – Hourly Rate - Requirements are the same as those for Mover I with the exception that the hourly rate shall include a large truck to facilitate moves requiring at a minimum a semi-trailer w/ 48 foot trailer . Transportation to and from the job site is the responsibility of the contractor and this rate category is not intended to provide such transportation.

Warehouse Space – Cubic Feet per Month - Storage space required for JPL modular furniture, freestanding furniture, office amenities and any JPL supplied materials. Space is to be charged on a basis of actual cubic feet used per month and is to include all racks, equipment, supplies and other materials necessary for the efficient operation of a warehouse. Also to be included in the rate is the inventory system, including the management, equipment, software and maintenance of such system.

Driver I – Round Trip Rate – A driver with a light truck for deliveries to and from JPL to the contractor warehouse. Driver may be required to assist in the loading and unloading of components and materials delivered. Efficient planning dictates that vehicle will not make unnecessary trips and will be fully loaded in each direction. Transportation to and from the job site is the responsibility of the contractor and this rate category is not intended to provide such transportation.

Driver II – Round Trip Rate – A driver with a medium truck such as a stake bed or bobtail for deliveries to and from JPL to the contractor warehouse. Contractor is responsible for loading or unloading the truck at JPL. A forklift may be stored at JPL is the contractor so desires. Efficient planning dictates that vehicle will not make unnecessary trips and will be fully loaded in each direction. Transportation to and from the job site is the responsibility of the contractor and this rate category is not intended to provide such transportation.

Driver III – Round Trip Rate – A driver with a large truck such as a large flatbed or semi-trailer for deliveries to and from JPL to the contractor warehouse. Contractor is responsible for loading or unloading the truck at JPL. A forklift may be stored at JPL is the contractor so desires. Efficient planning dictates that vehicle will not make unnecessary trips and will be fully loaded in each direction. Transportation to and from the job site is the responsibility of the contractor and this rate category is not intended to provide such transportation.

DETERMINATION OF LOWEST OVERALL PRICE

1. JPL will determine the "lowest overall price" by considering the proposed straight time, time-and-a-half, (1-1/2) extended amounts. Included in the "lowest overall price" evaluation will be Program/Project Manager, Warehouse, and Delivery Service costs. Accordingly, insert your proposed hourly billable rates, extended amount, and total price on the worksheet below. Be sure to provide a billable rate for each labor classification listed by JPL.

(1) Salary Rate

Labor Classification

Annual Rate

Project/Program Manager \$ _____ x 2 yrs = \$ _____

(2) Hourly Rates

Straight Time Rates

Classification		Notes (b) (d) Hourly Rate	Note (c) Estimated Hours	Extended Cost
Installer I	\$	X	41,600 =	\$
Installer II	\$	X	8,320 =	\$
Warehouseperson	\$	X	4,160 =	\$
Mover I	\$	X	4,160 =	\$
Mover II	\$	X	4,160 =	\$
Mover III	\$	X	1,040 =	\$
Mover IV	\$	X	240 =	\$

Sub Total = \$ _____

Over Time Rates (1-1/2)

Classification		Notes (b) (d) Hourly Rate	Note (c) Estimated Hours	Extended
Installer	\$	X	2,080 =	\$
Installer II	\$	X	200 =	\$
Mover I	\$	X	2,080 =	\$
Mover II	\$	X	200 =	\$
Mover III	\$	X	200 =	\$
Mover IV	\$	X	80 =	\$

Sub Total = \$ _____

(3) Warehouse Rate Note (e)

Monthly Rate per Cubic Foot: \$ _____ X 24 Months X 30,000 Cu. Ft. = \$ _____

(4) Delivery Service

Note (f)

Classification	Rate per Round Trip		Estimated Round Trips for 2 yrs.	
Driver I	\$	X	100 =	\$
Driver II	\$	X	200 =	\$
Driver III	\$	X	20 =	\$

Sub Total = \$ _____

Grand Total = \$ _____

Notes:

- (a) Prior to Contract Award, the successful proposer must obtain certification by Knoll for installation of modular partitions and furniture. All costs for training and certification is the responsibility of the proposer at no cost to JPL.
- (b) Include applicable burdens and profit (mark-up) which should include "home" office and support personnel expenses, material and subcontracted procurement costs, including but not limited to:
- Contractor provided identification badge
 - Contractor provided company name shirt
 - Contractor provided vehicles
 - Contractor provided equipment
 - Contractor provided supplies
- (These elements must be included in you billing rate for each labor category)
- (c) It is emphasized that the labor hours are JPL estimates based on historical and projected data for price development only. The actual usage may differ from the straight time and overtime hours estimates.
- (d) Billing Hour Rates
- Propose straight time, overtime and double-time hourly rates for each labor classification set forth in paragraph 3.4.1 of ARTICLE 3 of the Specimen Contract.
- (e) Warehouse Facility shall consist but not be limited to the following costs and services:
- Include supplies and equipment necessary for warehouse operations.
 - Include an inventory system that is web-based, JPL read-only, with downloadable files.
- (f) Delivery Service shall include driver, vehicle and all related costs of vehicle operation and support including but not limited to fuel, maintenance, insurance and any other costs for support of the delivery operation.
- (g) Estimates
- (1) The above estimates provide a base for uniform cost estimating only and do not constitute a commitment on JPL's behalf that the actual hours to be expended or material/subcontract usage will conform to these estimates. The actual usage may differ from the hours and materials estimated.
- (2) All labor classifications and rates not part of the determination above, such as Double-Time will be reviewed for reasonableness only and will not be used for source selection.
- (g) Service Orders
- For information purposes, JPL projects approximately 2700 Service Orders in support of office relocation and amenities. See Exhibit No. 1 of the specimen subcontract, titled Contract Work Order Procedure, for additional information.

3. In accordance with Article 3., "Ceiling Price, Rates, and Reimbursements", paragraph 4.3, Holidays, please state your observed holidays and the rate of pay (such as overtime, etc.) below:

All Holidays, **EXCEPT**:

4. Complete the Certification below. The certificate **must** be signed by a person with authority to do so within your company.

CERTIFICATION:			
It is hereby certified that _____			
(Proposer's Company Name)			
will pay each employee at least the minimum rates (minimum hourly wage for the Service Contract) as specified by the Wage Determination which is applicable to this Contract.			

Signature	Typed Name	Title	Date



ATTACHMENTS TO THE SOLICITATION

Request for Proposal No. WP-560341

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your proposal.
2. Group B are for information purposes only in preparing your proposal.

NOTE TO PROPOSERS: *Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked "X."*

GROUP A – Complete and return as part of your quotation/cost proposal, as applicable:

Attachment

Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/> A-4	Acknowledgment - Commercial Items or Services (form JPL 2384-1)
<input type="checkbox"/> A-5	(RESERVED)
<input type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside – Modified (form JPL 4023)
<input type="checkbox"/> A-8	(RESERVED)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	(RESERVED)
<input type="checkbox"/> A-13	(RESERVED)
<input checked="" type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input checked="" type="checkbox"/> A-16	Determination of Lowest Overall Price – Time-and-Material Proposals
<input type="checkbox"/> A-17	Determination of Lowest Overall Price – Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price – Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)
<input checked="" type="checkbox"/> A-20	JPL Contractor Safety and Health Notification (form JPL 2885)

GROUP B - For information only:

Attachment

Number	Title and Form Number
<input type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input type="checkbox"/> B-4	° Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) ° Patent Agreement (form JPL 1929)
<input type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input checked="" type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246) (form JPL 2899)
<input checked="" type="checkbox"/> B-9	<input type="checkbox"/> Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896) <input checked="" type="checkbox"/> Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities - Alternate (form JPL 2896-1)
<input type="checkbox"/> B-10	Certificate of Current Cost or Pricing Data (form JPL 2496)
<input checked="" type="checkbox"/> B-11	Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
<input type="checkbox"/> B-12	(RESERVED)
<input type="checkbox"/> B-13	Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
<input type="checkbox"/> B-14	Billing Instructions - Cost-Type Contract (form JPL 2716)
<input type="checkbox"/> B-15	Billing Instructions - CREI Contract (form JPL 2717)
<input type="checkbox"/> B-16	Billing Instructions - Labor-Hour/Time-and-Material Contract (form JPL 2718)
<input type="checkbox"/> B-17	JPL Contractor Safety and Health Notification (form JPL 2885)
<input type="checkbox"/> B-18	2003 Small Business Size Standards
<input checked="" type="checkbox"/> B-19	Time & Material Contract Billing Instructions